

# JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-110
Final Filing Date:	March 26, 2009 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing)  ***Reissue***	\$2,686 – \$3,264	Office of Statewide Health Planning & Development Health Professions Education Foundation 400 R Street, Suite 460 Sacramento, CA 95811

The Health Professions Education Foundation (Foundation) awards scholarships and loan repayments to healthcare professionals to practice in medically underserved areas and is recruiting for a dynamic and driven individual to join our team. The Office Technician wears many roles – office manager, travel coordinator, meeting coordinator, training coordinator and assistant to Executive Director – and is key to our success.

**General Statement:** Under the general direction of the Executive Director, the incumbent performs a variety of functions and works in a general office environment with frequent face-to-face, mail, telephone and electronic mail contact with OSHPD executives and staff, Foundation staff and student assistants, Trustees, Advisors, awardees and the public.

#### Duties:

- Maintains the calendar and travel schedule for the Executive Director; serves as the Foundation's meeting planner by coordinating and administering regular meetings; prepares agendas and related materials.
- Updates corporate, financial and program files and electronic records; greets and responds to visitors; answers, screens and directs telephone calls to appropriate staff; processes and routes incoming contributions for deposit to investment accounts.
- Assists with preparing draft correspondence for the Executive Director. Identifies, researches and assembles information needed in response to inquiries. Relays pertinent information and makes recommendations for action, when appropriate.
- Assists with drafting highly sensitive memos, reports and correspondence.

#### Desirable Qualifications:

- Strong prioritization, organizational and time management skills. Meets deadlines, performs various functions at the same time, and is comfortable working in a deadline-driven environment.
- Excellent written, oral communication and interpersonal skills.
- Successfully completes work assignments and meets deadlines, as required. Can work proficiently under pressure and time constraints and handle changing priorities. Shows initiative in completing responsibilities.
- Good work habits, punctuality, and attendance.

#### Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD - Health Professions Education Foundation  
Attention: Sharon Cardoso (**JOB #08-110**)  
400 R Street, Suite 460  
Sacramento, CA 95811

For more information contact Sharon Cardoso at (916) 326-3640.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.